

**OFFICE OF THE STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION**



**Agency Table SPB
Interface Package**



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	12/22/2010	Malinda Randolph	Original Content

TABLE OF CONTENTS

	Page
I. INTRODUCTION	4-5
II. GENERAL INFORMATION	6
III. TECHNICAL INFORMATION	7
IV. RECORD FORMAT	8-9
V. FILE DEFINITIONS	10
VI. LEGACY VS. MyCaIPAYS FIELDS	11
VII. FIELD VALIDATIONS.....	12-16

I. INTRODUCTION

This outbound interface file is used to update the SPB Examination system with the current Personnel Areas.

Background:

The SPB uses the agency table interface to update the SPB Exam system. SPB will only receive current records, not a full agency table.

A custom table will be used to track Personnel Area Effective Dates.

Selection Criteria will be as follows:

Table Name – Field Name OR Infotype	Selection at Run Time (Mark an “X” to the appropriate option, only one column should be selected)	
	Single Value	Select Option (<, >, <>)
Key Date	X	

Use T500P to determine if a Personnel Area is a Department and has facilities. Each Department is identified as follows ‘**00’ and facilities under each department are identified as ‘**01’ to ‘**99’. For example :

Personnel Area	Personnel Area Text
DH00	Dept of Food and Agriculture (DEPARTMENT)
DH01	Food&Agr ASSN3 AG ASSN3 (FACILITY)
DH02	Food & Agr Agriculture Fund (FACILITY)

Process each department and its corresponding facilities sorted by Personnel Area code.

The custom table will be used to retrieve effective dates of all Personnel Areas. If the Personnel Area does not exist in the custom table, (in cases where updates to Personnel Area has occurred and did not update this custom table) generate an exception with a message stating “Personnel Area ‘XXXX’ does not exist in the Agency table”.

1. Retrieve the Personnel Area Code from the T500P table.
2. Using the Personnel Area Code being processed along with the Key Date from the selection screen, the interface will go into the the Custom Agency Table to retrieve the Effective Start Date and Effective End Date. If there is more than one record for the same Personnel Area code, then check which record has an

effective date valid as of the Key Date entered in the selection screen. If there is one found then put that record in the interface.

3. To get the Department/Facility name, if the Personnel Area Code ends with '01' to '99' then replace the last two characters of the Personnel Area with '00' for example 'DH00'. Then get the text of the Personnel Area with '**00' and populate it in the Department Name field on the interface.
4. To get the Facility/Institution name, get Personnel Area Text of the Personnel Area code being processed and put it in the appropriate position on the interface. (See Link Tables section.)
5. Use the the Personnel Area Code to retrieve the Appointing Power value from the custom Agency Table.
6. Use the the Personnel Area Code to retrieve the Safety Agency Indicator from the custom Agency Table.
7. The file, after being generated, should be placed in the appropriate folder(s) for the interface party(s) on the MyCalPAYS SFTP server.

II. GENERAL INFORMATION

- State Personnel Board (SPB) will receive an updated agency table on a monthly basis.
- The file will contain current records only.

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain departmental system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.
- Support testing activities for the interface.

III. TECHNICAL INFORMATION

- The file record length for all records is 94 characters.
- The file, after being generated, will be placed in the appropriate folder(s) for the interface party(s) on the MyCalPAYS SFTP server.
- Standard SAP error handling will be used.

IV. RECORD FORMAT

Frequency	<input type="checkbox"/> Daily <input type="checkbox"/> Ad-hoc	<input type="checkbox"/> Weekly <input type="checkbox"/> Annually	<input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Monthly
Direction	<input type="checkbox"/> Inbound <input checked="" type="checkbox"/> Outbound <input type="checkbox"/> Both			
Source System	MyCalPAYS			
Target System	SPB Examination System			
Classification of Data	<input type="checkbox"/> Confidential <input type="checkbox"/> Sensitive			
Data Volume Estimate	<input type="checkbox"/> One-time: _____ records <input checked="" type="checkbox"/> Recurring: <u>approx. 700</u> records every _____ run			
Scheduled	<input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual (User Started)			
Data Time Period	<input type="checkbox"/> Daily <input type="checkbox"/> Annually <input type="checkbox"/> Weekly <input type="checkbox"/> Other: _____ <input type="checkbox"/> Bi-weekly <input checked="" type="checkbox"/> Monthly Record Selection Scope: <input type="checkbox"/> New or Changed Records <input checked="" type="checkbox"/> All records (Active)			
Selection Method of Records	<input type="checkbox"/> Allow user to select _____ <input checked="" type="checkbox"/> Automatic (rules defined below) <input type="checkbox"/> Other: _____ Description: All Personnel Areas are selected.			
Deleted Data	N/A			
Future Transactions	Future transactions allowed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Description:			
Retroactive Transactions	Retroactive transactions allowed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Description:			

Program Originating Format (Number, File Code, and Name)

File Name: SPB AGENCY TABLE

Format Title: _____

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50										
PERSONNEL AREA				EFFECTIVE DATE										END DATE										DEPARTMENT NAME																																			
X(4)				X(8)										X(8)										X(30)																																			

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100												
DEPT NAME (CONT)				FACILITY NAME																																								APPOINTING POWER				FILLER		SAFETY AGY IND		END OF RECORD									
				X(30)																																								X(4)				X(2)		X											

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100																																																		

Labels:

☐ Standard
☐ Non-Standard
☐ No Labels

Record Format:

☒ Fixed - F
☐ Variable - V
☐ Undefined - U

Record Length:

94

Records Per Block:

Blocksize:

☐ Input
☒ Output

Page 1 of 1

FORMAT DESCRIPTION

9

V. FILE DEFINITIONS

Field Name	Field Lengths	Field Descriptions
Personnel Area	4	Identifies the agency/department/facility
Effective Date	8	Identifies the date the agency/department/facility was added to the table and/or the date of a change to the table
End Date	8	Identifies the date the agency/dept/facility was delimited and/or the end date of that rows effective period.
Department Name	30	Identifies the Department
Facility Name	30	Identifies the Facility
Appointing Power	4	Identifies the statutorily defined Appointing Power
Safety Agency Indicator	1	Identifies Safety Agency designation.

VI. LEGACY VS. MyCalPAYS FIELDS

Legacy	MyCalPAYS
Agency/Department/Facility Code	Personnel Area
Effective Date	Effective Start Date
End Date	Effective End Date
Department Name	Personnel Area Text
Facility Name	Personnel Area Text
Appointing Power	Appointing Power
Safety Agency Indicator	Safety Agency Indicator

VII. FIELD VALIDATION

(From) System Name	(From) System Screen Name	(From) System Field Name	(To) System Field Name	Comments	Error Handling per Field
MyCalPAYS	Personnel Area	T500P-PERSA	Personnel Area	Retrieve the Personnel Area	
MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Effective Start Date	TBD Based on Custom Table field name	Effective Date	For each Personnel Area Code being processed, retrieve the Effective Start Date from the Custom Agency Table. If there is more than one record for the same Personnel Area code, then check which record has an effective date valid of the Key Date entered in the selection screen. If there is one found then put that record in the interface.	If Personnel Area is not found, generate an exception with a message stating "Personnel Area 'XXXX' does not exist in the Agency table".
MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Effective End Date	TBD Based on Custom Table field name	End Date	For each Personnel Area Code being processed,	None

				retrieve the Effective End Date from the Custom Agency Table.	
MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Personnel Area Text	TBD Based on Custom Table field name	Department Name	For Personnel Areas Codes ending in "00", retrieve the text of the Personnel Area and populate the Personnel Area Text in the Department Name field. If the Personnel Area Code ends with '01' to '99' then replace the last two characters of the Personnel Area with '00' and retrieve the PA text.	None
MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Personnel Area Text	TBD Based on Custom Table field name	Facility /Institution Name	For each PA being processed, retrieve the PA text from the custom table.	None
MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Appointing Power	TBD Based on Custom Table field name	Appointing Power	For each PA being processed, retrieve the Appointing	If no value exists, enter blanks.

				Power value from the custom table.	
MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Safety Agency Indicator	TBD Based on Custom Table field name	Safety Agency Indicator	For each PA being processed, retrieve the Safety Agency Indicator from the custom table.	If no value exists, enter blanks.
MyCalPAYS	Personnel Area	T500P-PERSA	Personnel Area	Retrieve the Personnel Area	
MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Effective Start Date	TBD Based on Custom Table field name	Effective Date	For each Personnel Area Code being processed, retrieve the Effective Start Date from the Custom Agency Table. If there is more than one record for the same Personnel Area code, then check which record has an effective date valid of the Key Date entered in the selection screen. If there is one found then put that record in the interface.	If Personnel Area is not found, generate an exception with a message stating "Personnel Area 'XXXX' does not exist in the Agency table".

MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Effective End Date	TBD Based on Custom Table field name	End Date	For each Personnel Area Code being processed, retrieve the Effective End Date from the Custom Agency Table.	None
MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Personnel Area Text	TBD Based on Custom Table field name	Department Name	For Personnel Areas Codes ending in "00", retrieve the text of the Personnel Area and populate the Personnel Area Text in the Department Name field. If the Personnel Area Code ends with '01' to '99' then replace the last two characters of the Personnel Area with '00' and retrieve the PA text.	None
MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Personnel Area Text	TBD Based on Custom Table field name	Facility /Institution Name	For each PA being processed, retrieve the PA text from the custom table.	None

MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Appointing Power	TBD Based on Custom Table field name	Appointing Power	For each PA being processed, retrieve the Appointing Power value from the custom table.	If no value exists, enter blanks.
MyCalPAYS			Filler		
MyCalPAYS	(Custom Table) Safety Agency Indicator	TBD Based on Custom Table field name	Safety Agency Indicator	For each PA being processed, retrieve the Safety Agency Indicator from the custom table.	If no value exists, enter blanks.